



FINANCE COMMITTEE MINUTES

Thursday, February 23, 2023, 9:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

Chair of the Committee, Commissioner Mark Higgins called the Finance Committee meeting to order at 9:02 A.M. on Thursday, February 23, 2023.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steve Dershem, Administrator John Franek, Jr., Controller Jason Moser, Deputy Controller Terri Fisher, Treasurer Colleen Kennedy, and Procurement/Contract Analyst Lisa Kerns.

County personnel present included Natalie Corman.

Guests present included Ed Zack of Susquehanna Accounting and Consulting Solutions, Inc.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

The Committee will consider approving the minutes from the Finance Committee meeting held on Thursday, January 26, 2023.

Action: On a motion by Treasurer Kennedy and seconded by Controller Moser, the Committee voted unanimously to approve the minutes of January 26, 2023.

V. OLD BUSINESS

A. ERP System Update

Controller Moser reported that contract negotiations and master services agreement review are underway with the vendor for the new ERP system. He said the contract will then be brought back to the Board of Commissioners for approval.

B. PFM Cash Flow Analysis Update

Treasurer Kennedy reported that the data was given to Brian at PFM a couple weeks ago to start the analysis. She said it is not currently ready but expects to have it shortly.

VI. NEW BUSINESS

A. Interest Earnings for January

Treasurer Kennedy shared the interest earnings summary for January, which included the new sweep program with M&T Bank. She discussed the average yield and the prime rates. She pointed out Liquid Fuels at Jersey Shore Bank, and the different rates at PLGIT for ARPA and Money Market funds. For the month, she noted there were \$170,000 in earnings. On the PLGIT account statement she highlighted the breakdown of the different accounts, rates, and interest earnings.

John Franek commented that a new Finance Director will be on board by the next meeting. Treasurer Kennedy added that she will have the PFM cash flow analysis for the next meeting as well.

B. Financial Reports for December and January

Ed Zack provided an overview of the December Period 13 reports which included expenditures, revenues, overtime, and real estate taxes collected as of the February 16 report date. He reported that General Fund expenditures were at 97.43%, which is an increase of about \$1.9 million from the last December report. Revenues were at 94.26%, an increase of \$2.5 million from the prior report. This reduces the deficit from the prior month by about \$1.4 million, so that only \$1.4 million of budgeted ARPA transfer money will need be used to fund the General Fund.

Regarding the other funds, total expenses were at approximately 95% and revenues at 85%. Noting the summary page, Ed said that Adult Services is now close to the prior December report, and he believes the lag in CYS will catch up. Transportation had fixed assets purchases, and he believes the deficit of \$3.7 million will be close to eliminated. Commissioner Higgins added that Transportation is working on how they handle equipment purchases and there is expected State grant revenue to cover the deficit.

In overtime, Ed reported that the amount overspent on overtime for the Prison and Central Booking will be covered by their regular budgeted salaries. For Emergency Communications, Sheriff, and Facilities Management, overall there is enough budgeted in regular salaries to cover the overtime. In the tax analysis, the real estate taxes which came in were \$23,000 over the budgeted amount.

For the January expenditure, revenue, and overtime, reports, Ed reported that it is only about 8.33% of the year. In the General Fund and other funds, he said there is

not a lot to compare regarding the revenues and expenditures. However, he did note that Emergency Communications is already at 10% of the overtime budget.

VII. DISCUSSION ITEMS

There were no discussion items.

VIII. ANNOUNCEMENTS

- A. The next Finance Committee meeting is scheduled for Thursday, March 30, 2023, at 9:00 A.M. in Room 146 of the Willowbank Office Building. Commissioner Higgins added that a meeting may be held earlier if the need arose.

IX. ADJOURNMENT

On a motion by Commissioner Concepcion and seconded by Commissioner Dershem, the Committee voted unanimously to adjourn the meeting at 9:28 A.M.

ATTEST

John Franek, Jr.
Administrator